

## Façade Improvement Grant Application

Applicant Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Property Address \_\_\_\_\_

Assessors Map No. R4 \_\_\_\_\_

Estimated Project Start Date \_\_\_\_\_

Estimated Project Completion Date \_\_\_\_\_

Grant Amount Requested  
(no more than \$2,500) \_\_\_\_\_

Applicant matching funds \_\_\_\_\_

Total project funds \_\_\_\_\_

I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner (if different) Signature \_\_\_\_\_ Date \_\_\_\_\_

Purpose of Project : \_\_\_\_\_

Project Budget: - Attach documentation for costs such as contractor bids or detailed estimate for materials and labor costs.

Labor \_\_\_\_\_

Materials \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Describe all proposed improvements, summary of the building's current condition, areas to be improved as well as any proposed materials or colors. Please enclose pictures and/or drawings as necessary to help describe the work.

In addition to completed application, the applicant must provide:

- Digital photos of the existing façade.
- Photos, plans and/or sketches of proposed Improvements.
- Quote, fee proposal and any other information that supports the proposed budget..

**Applications must be submitted to the McMinnville Planning Department by 5:00 p.m. on May 20, 2015.**



## FAÇADE GRANT PROGRAM



### City of McMinnville Urban Renewal Agency

#### Planning Department

231 NE 5th Street McMinnville, OR 97128  
(503) 434-7311

[www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us)

## The Façade Improvement Grant Program

is a matching grant program of the City of McMinnville Urban Renewal Agency for property within the Urban Renewal District.

The purposes of the Façade Improvement Grant program are:

- To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the District;
- To restore the unique historic character of buildings in the District as much as practicable; and
- To encourage private investment in District properties and businesses.

In this, the first year of the program, there have been allocated \$10,000 in matching grants for qualified projects.

The maximum individual grant is limited to \$2,500. A minimum private match of 100% (1:1) of the grant amount is required.



## Application Process

Applicant should review Chapter 17.59 of the McMinnville Zoning Ordinance, Historic Resources Ordinance or the NE Gateway Planned Development Overlay. Applicant will complete an application with all required attachments and submit the information to the City Planning Department and schedule a grant application meeting with the Planning Director.

## Eligibility

The following persons are eligible to apply and receive grant funds:

- Property owners of commercial or industrial zoned buildings within the District.
- Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

Funds may be used for existing exterior façade improvements on commercial and industrial zoned buildings within the District in compliance with the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay standards. For the purpose of this program, “façade” includes the exterior of any street-facing building wall, but does not include the building’s interior, roofing, signs, structural improvements, or other site improvements except as noted below.

- Repair, restoration or installation of exterior masonry and siding materials.
- Repair, replacement or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick or other architectural details.
- Repair or replacement of exterior lighting attached to a building or illuminating a sign.
- Repair or construction of entryways.
- Cleaning, preparation and painting of exterior walls and trim in conformance with the approved color palette.
- Removal of barriers to access for people with disabilities.
- Removal, replacement or repair of exterior wall, freestanding or projecting signs.
- Other improvements as approved.

## Ineligible Property

The following types of property are not eligible for funding:

- Tax delinquent property within the Urban Renewal District.
- Property in litigation.
- Property in condemnation or receivership.
- Property owned by religious groups.
- Property owned by 501(c)3 nonprofit organizations or which taxes are not being paid.
- Properties on which taxes are being paid, but have non-profit use, such as schools, charities, clubs, etc.
- Exclusively residential buildings.
- Daycare centers.

## General Conditions

- Approval of grant application is contingent upon available funds.
- Funding is limited to one façade and one sign grant per property tax year.
- All projects shall conform to the design standards of Chapter 17.59 of the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay Ordinance. As such, some projects may require staff or Historic Landmark Committee review prior to submittal of a grant application.
- Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Urban Renewal Agency.
- Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
- All construction contractors shall have a valid license in the State of Oregon.
- Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects are required to be completed within one year from the date of the grant approval.
- Applicants are responsible for obtaining all necessary permits prior to conducting work.
- The applicant must submit before and after color photos of the project.
- Additional conditions may be included with the grant approval.



### For Further Information Contact:

**Doug Montgomery**  
Planning Director  
503-434-7311  
[montgod@ci.mcminnville.or.us](mailto:montgod@ci.mcminnville.or.us)